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Greg Small
Executive Director

December 29, 2021

Quarterly General Knowledge and mandatory Settlement Agreement training.

All Settlement Agreement training and General Knowledge training sessions will be conducted electronically via Microsoft Teams. This software is free to your organization and is an easy-to-use social media application. This software can be installed on Mac or Windows based devices and may be downloaded to computers and smart phones.

To download Microsoft Teams please go to <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

There will be two separate training sessions on each day listed. Training will start at the designated times. Depending on questions, the training event should last between 60 and 90 minutes.

February 9, 2022	starting at 2:00pm or 6:00pm Indianapolis time (EST)
May 11, 2022	starting at 2:00pm or 6:00pm Indianapolis time (EST)
August 10, 2022	starting at 2:00pm or 6:00pm Indianapolis time (EST)
November 9, 2022	starting at 2:00pm or 6:00pm Indianapolis time (EST)

To register, simply email Lisa Nichols at lnichols@igc.in.gov with the following information for each individual:

1. Which seminar date the individual has chosen
2. Which time session the individual has chosen (2pm or 6pm) *the information shared at each session is the same.
3. Provide Organization's name
4. Provide Individuals full name
5. Provide the Title of the position/role that the individual holds at the organization
6. Provide/confirm which email address each person wants us to send the link to and that you will be using to join the meeting through. *Note: we ask this because we find that some people use their office email address to register but use their personal or organizations email address to attend.*
7. Provide the best telephone number to reach the attendee just before the seminar in case there are any last-minute changes.

***Please be aware, registrations must be submitted no later than four (4) business days before the seminar date. Registrations will not be available after this date.**

Classes will be limited to 50 registrants per class session. Questions will be answered via the "meeting chat" function of Microsoft Teams.

Upon the conclusion of the training,

- Each Settlement Agreement attendee that attends alone will be required to send their own separate email attesting to their attendance. If the organization attendees gathered as a group attend the seminar, then one of the officers that attended with the group must send one (1) email for the group notifying Lisa of their attendance during the entire seminar with the attendee's name, position, organization's name and that officer must include their name and contact information. Emails must be sent to lnichols@igc.in.gov. Attendees will receive acknowledgement of their email submission for record and a copy of the presentation slides via email.
- Non-Settlement Agreement attendees need not send an email attesting to their attendance and will receive a copy of the presentation slides via email.

Regards,

Mark R. Mason, Assistant Director
Charity Gaming Division